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17 OCT 1958

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Attached Printing Services Study

1. There are some angles on which you should be posted, but which properly should not go in the basic paper - as follows:

a. In the recommendation to add five ceiling positions for the Printing Services Division, we are not presuming to reach into your DD/S Kitty, but rather that you should pressure the Office of Logistics to see if they cannot find these ceiling positions within their other operations. I personally believe that if the screws were really turned down, they could do it. You will remember that we have not anywhere near completed the Management survey of the Office of Logistics, and hence cannot on our own say that Logistics can come up with these additional positions.

b. We have avoided any recommendation concerning Agency policy on the farming out of classified and unclassified printing because it is not necessary to a solution of the problem as posed. Although the Agency was committed by the Director to use the Government Printing Office for its "unclassified" printing, I realize that there are practical considerations which impinge upon literal compliance with the Director's commitment. As far as farming out classified work is concerned, I believe a policy clarification (probably by the General Counsel) is needed to avoid dealing with this same problem again.

c. We are considerably bothered as to the printing requirements put on our total printing facilities, and have weighed the possibility of a "Printing Committee" for purposes of squeeze on requirements. However, the practicability of this in terms of internal politics we are unable to assess. I make this observation to remind you of your own previous concern on the same subject and your own thought that you should yourself take a look at requirements even, as I recall it, to the extent of discussing the matter with the Director. Also, there may be considerable virtue in imposing printing costs on the requiring office. This would call for the Comptroller to devise a system for so doing and evaluating the cost of it against possible gain in lowering printing requirements.

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d. You asked in the recent past whether or not OBI was working overtime with the possible result of additional burden on the Printing Services Division. We find the following overtime record for Fiscal Year 1958 in terms of average hours per employee per pay period:

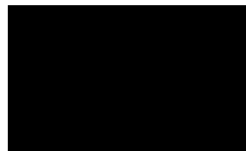
	<u>Overtime</u>
Agency	2.01
Admin Plant	8.2
PSD Remainder	2.4
OBI	.6

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e. [REDACTED] has a serious space problem in the Admin Plant, and the only possible relief is obviously through the tunnel into the basement of the East Building. We have considered this possibility only with [REDACTED] because of his warning concerning Stan Grogan's sensitivity with respect to the area he now occupies. Therefore, we must rest on your judgment as to pursuit of any possibility here. Subscribed is the occupancy of the whole basement of the East Building:

Printing Services Division	490	sq. ft.
Building Supply Office	375	" "
Office of Communications	400	" "
Historian (Grogan)	1,125	" "
2 Vaults	95	" "
Total	2,485	sq. ft.



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Chief, Management Staff

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